

Agency and Service Parking Permits

Purpose Statement:

This policy supplements [WAC 236-12](#) and establishes the requirements parking permits for agencies located off of the Capitol Campus and for service vehicles.

This policy applies to anyone parking on the Capitol Campus. There are no exemptions.

Action:	Revision of policy dated May 30, 2008
Effective Date:	July 1, 2011
Owner:	Office of Parking Services
Review Cycle:	2 years
Approved By:	<u> /s/ </u> Jane Rushford Acting Director

Policy Content

[Policy statement](#)
[Standards and procedures](#)
[Forms and instructions](#)

[Definitions](#)
[Related requirements and information](#)
[History](#)

Policy

GA provides Capitol Campus parking to agencies located off campus, their guests, clients and service providers. Capitol Campus parking permits are issued upon request. Permit fees shall be equitable and consistent as determined by Director. Conditions and criteria for use are outlined below.

1. Annual Agency Permits

These permits are designed for use by a state employee whose primary workplace is off the Capitol Campus and in need of parking on the Capitol Campus to conduct state business.

- a. State employees whose primary workplace is on the Capitol Campus are prohibited from using Annual Agency Permits.
- b. An Annual Agency Permit authorizes the user to park in any metered visitor stall on the Capitol Campus. Annual Agency Permits are not authorized for any other location.
- c. An Annual Agency Permit does not authorize a parker to exceed the time limit in visitor stalls that are time restricted.
- d. Parkers who display this permit are not required to pay the meter in the visitor lot where they park.

2. Director Permits

Director permits are used by agency executive management such as Agency Directors, Executive Directors, Statewide Elected Officials, Chairs/Presidents of Boards & Commissions, University and College Presidents and Commissioners.

- a. Director Permits may be used in all metered visitor lots and in any employee zoned parking area.
- b. A Director Permit authorizes a permit holder to park in a stall specifically labeled for Agency Directors.
- c. The parker who displays a Director Permit does not need to pay the meter in the visitor lot where they park.
- d. During the Legislative Session, Director Permits *cannot* be used on West Campus or in Employee Zoned lots (i.e. the Mansion Lot).
- e. A Director Permit does not authorize a parker to exceed the time limit on visitor stalls that are time restricted.
- f. A Director Permit does not authorize a parker to park in a stall that is reserved by other agencies.

All Annual Agency and Director Permits will be re-issued annually in June. Agencies will be given notification of the upcoming expiration in May of each year. Permits will be controlled in a manner which allows for the tracking of individual permits.

Any lost or stolen service permits of any type will be noted on the appropriate log. Agency Transportation Coordinators will be notified of any misuse of permits by their agency's employees.

3. Agency Day Passes

Agency day passes are used by agencies to provide prepaid parking for guests such as volunteer advisory committee members.

- a. Agency Day Passes are valid for one day's parking in visitor metered lots, or by prior arrangement, in any lot arranged by an Agency and the Office of Parking Services.
- b. These can be purchased at the Office of Parking Services and agencies will be invoiced.

4. Service permits are issued to bona fide employees of businesses providing services on an occasional basis on the Capitol Campus.

- a. Service permits are valid in reserved service or vendor stalls only.
- b. Service permits are not issued to business employees whose primary workplace is the Capitol Campus.

Related requirements and information

- State law – [RCW 46.08.172, Parking rental fees -- Establishment](#)
- State rule – [WAC 236-12, State Capitol Grounds Traffic and Parking Regulations](#)
- GA enterprise policy – [No-charge and Miscellaneous Parking Passes](#)
- GA enterprise policy – [Off-shift Parking](#)
- GA enterprise policy – [Operational Guidelines for Activity Parking on the Capitol Grounds](#)
- GA enterprise policy – [Parking Fee Schedule for the Capitol Campus](#)
- GA enterprise policy – [Parking Criteria for the Legislative Garage](#)
- GA enterprise policy – [Registration of Parkers](#)

Forms and instructions

- [Carpool/Vanpool Parking Permit Application](#)
- [Online Employee Parking Registration](#)
- [Bicycle Cage Registration](#)

History

Amended:

July 1, 2011	Aligned with current policy format; transitioned fee charges to new Capitol Campus Parking Fee Schedule; no other content changes were made.
October 13, 2008	Revised fee structure to cover program costs and adopted new forms: Parking and Revision to GA Policy.
April 19, 2006	unknown changes

Supersedes:

NA

Original Effective Date:

December 9, 1994

To obtain a copy of a historical policy, e-mail the GA Policy Office at policy@ga.wa.gov

POLICY FEEDBACK

[RETURN TO TOP](#)

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